

PACKET
Information Technology Committee Meeting
Tuesday, January 7, 2020 – 6:00 p.m.
Administration Building | 1st Floor | Room# 1F & 1G
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES
Information Technology
Monday, December 3, 2019

Minutes of the December 3, 2019 Information Technology meeting held in the Dodge County Administration Building, in Room# 1F & 1G First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Members Present: Donna Maly, Tim Kemmel, Kevin Burnett, Mary Bobholz and David Guckenberger.

Members Absent /Excused: None

Also Present: Justin Reynolds – County IT Director

Meeting called to order at 5:33 p.m. by Committee Chair Maly

Public Comment: None

Previous Committee Meeting Minutes: Motion by Guckenberger, 2nd by Kemmel to approve the minutes of the Nov. 11, 2019 Committee meeting. Motion carried.

Meeting Per Diem(s)

Review, Consider, Discuss and Take Action: Meeting Per Diem(s) Chair Donna Maly – ERP Project: Motion by Guckenberger, 2nd by Kemmel to approve meeting per diems. Maly abstention. Motion carried.

Department Policies

Update, Discuss:

With the IT Committee agreement to move forward from the previous IT Committee meeting, Reynolds shared that the Dodge Co. Information Technology Department subscribed to the Small Enterprise (SE) Management Bundle Membership with Info-Tech Research Group for 12-months. Once the subscription has been established, Reynolds will provide an update, and looks to share supporting documentation for data driven decisions regarding policies, solutions, and strategic directions. The IT Committee members briefly shared their interest into continuous improvement training report-back policy and cell phone policy.

Department Continuous Improvement

Update, Discuss:

Reynolds shared an update regarding the vacant IT System Analyst Position. Both Dodge Co. Senior IT System Analysts and IT Director met with six candidates out of eighteen candidates for the first round of interviews, and the IT Department staff members met with the final candidate for the final round of interviews. The Senior IT System Analyst, IT Department, and IT Director recommended the final candidate; because she had 15-years of customer service experience in both HealthCare IT and Food industry, holds a Bachelor's Degree in Business Management, and has relevant work experience in supporting information system applications, devices, and users. Reynolds shared the targeted start date for the IT System Analyst is January 2020. Maly expressed her appreciation for the final candidate's project management experience, and shared the importance of project and contract management for the IT positions to guide County projects.

Information Technology Strategic Action Steps

Review, Consider, Discuss, Take Action:

Dodge Co. **Broadband Workgroup**, Reynolds shared the State of Wisconsin PCS Grant application is due in December 19th, and the workgroup is ready to submit a successful grant application. Reynolds shared the Dodge Co. PCS Grant application has over 682 Dodge Co. citizen responses, 24-sites/towers, \$1.24M requested, \$1.75M matched funds including in-kind, and \$2.99M total project budget. Dodge Co. is pledging \$200,000, Marshfield Clinic Health System is pledging \$15,000, and four towns has pledged \$1,000, which bring the total pledge amount of \$219,000.

Dodge Co. **Municipal/Police Department IT Support Agreements**, Reynolds shared Dodge Co. IT continues to received interest from a Dodge Co. Municipal City Hall and a local Police Department, and also shared the discussion are going well, which a future agenda item may include an intergovernmental agreement for shared IT support services. The IT Committee members shared their want to ensure all parties succeed, especially ensuring Dodge Co. Information Technology continues to improve and support County-wide department operations.

Information Technology Project Status Report:

Update, Discuss:

Dec. 3rd **Courthouse Audio/Visual Project** status, Reynolds shared the project is on schedule and on budget. Reynolds shared the final courtroom was finished, and open for operations starting Dec. 4th, 2019. Reynolds shared the project team and courts scheduled allowed the contractors a few more days to complete final adjustments, which ensure the final adjustments are nondestructive. Reynolds shared there will be work remaining in December to close the project and for the contractor to provide final programming changes, as-built(s) drawings, and documentation. The IT Committee and Reynolds shared appreciation for the project team leads and contractors to complete the Courthouse Audio/Visual Project on-time and on-budget.

Dec. 3rd **ERP Financial Project** status, Reynolds shared the ERP End Users Training is on schedule and going well, which the first two weeks in December are a major milestone for the ERP Project that include End User accounts payable and accounts receivable training. Reynolds shared the early November ERP End User purchasing training was well received, and is a major milestone completed. Reynolds shared the dedication and commitment from the ERP Functional Core Team to ensure the ERP Project is successful and ready for January 1, 2020. Reynolds shared the ERP Project is tracking well and overcoming challenges, due to the continuous progress and contributions of the ERP Core Team and Tyler support. The IT Committee, Maly, and Reynolds shared appreciation for the project team leads for all their time and efforts.

For the **Highway CHEMS Project**, Reynolds shared the CHEMS project continually progressing well, the CHEMS consultant has been helpful, and the HWY Department is also dedicated to ensuring the ERP/CHEMS Project is successful and ready for January 1, 2020. The HWY team is testing and balancing the daily/weekly/monthly financial information needed between CHEMS, JDE, and MUNIS.

For the **Network Infrastructure Projects**, Reynolds shared the server and core-networking proposals and financing costs. Reynolds recommended the infrastructure upgraded, because the warranty is expiring and not strategically cost effective. Reynolds shared the IT Networking Services Team performed a comprehensive hardware analysis, gathered the quantities and hardware requirement per Dodge Co. current and future needs assessment, and requested pricing from two different strategic server and networking manufactures. Based on the hardware proposals, the recommendations is to continue with the existing strategic reseller and cost effective manufacture partnerships, and align the previous 2018 infrastructure upgrade investments of backup, storage, and security solutions. The 2020 infrastructure recommendation of servers, core-networking, and cyber-recovery are aligned with the 2018 infrastructure investment by providing a holistic, reliable, redundant, scalable, secure, and sustainable solution with a lower total-cost-of-ownership. Reynolds shared the Networking Team and himself will be attending the recommended manufactures executive briefing for a proof-of-concept to verify the partnership by analyzing the manufacture's solutions with the County's current and future needs. Reynolds shared the approval request for purchase and financing is targeting January IT Committee, Finance Committee, and County Board meetings.

For the **Technology Services Projects**, Reynolds shared the computer replacement proposals and financing, which included the quantities and hardware requirements per Dodge Co. department needs assessments and life-cycle inventory. Reynolds shared the quantities and hardware requirements allowed the IT Team requested pricing from three different computer resellers for four different computer manufactures, and with the proposals the IT Team was able to complete a costs analysis for the same hardware specifications, which the most cost effective manufacture and consistent priced reseller is the IT Department's recommendation. Reynolds shared the approval request for purchase and financing is targeting January IT Committee, Finance Committee, and County Board meetings.

Future Agenda Items:

The IT Committee proposed the resolution for approval to purchase and finance the 2020 Computer, Server, and Core-Networking Infrastructure.

Next Meeting Date: Tuesday January 7, 2020 at 6:00 p.m. – 1st Floor Multipurpose Room F&G
IT Committee Meetings scheduled – 1st Monday of each month @ 6:00pm

Adjournment: The meeting was adjourned at 6:43 p.m.

Donna Maly, Chair

January 7, 2020
Date

David Guckenberger, Secretary

January 7, 2020
Date

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Department Policies

- Info-Tech Research Resources Overview & Objectives

Department Continuous Improvement

- Recommendation to Executive Committee for out-of-state travel – Tyler Connect 2020 Conference
- GiPAW Membership Renewal

Information Technology Strategic Action Steps

- Dodge County Municipal/Police Department IT Support Agreements

UPDATE: Information Technology Projects Status Reports

- Courthouse Audio/Visual Project
 - Project Status & Schedule
 1. Courtroom Branch #1 – go-live 8/7/2019
 2. Courtroom Branch #5 – go-live 9/16/2019
 3. Courtroom Branch #2 – go-live 10/21/2019
 4. Courtroom Branch #3 – go-live 11/11/2019
 5. Courtroom Branch #4 – go-live 12/4/2019
 6. Budget (*under-budget with 36% of contingency remaining with no anticipated carry-over*)
 7. Final Payments processed after....
 - a. Completed final-punch-list-items
 - b. Delivered AS-Build Diagrams
 - c. Delivered Documentations
 - d. Delivered Programming Files

2018 Budget (\$650,000) Res.No.19-09							
PROJECT OWNER DIRECT PURCHASES		BUDGET	2018		2019		
	ORIGINAL Owner Direct Purchases	\$84,300.00	DEBIT	DATE	INVOICE	DEBIT	PENDING BALANCE
HVAC Modification/Cooling Unit	\$7,000.00					\$7,260.00	(\$260.00)
KW HVAC Electrical Work	\$0.00						(\$1,675.00)
Courtroom Bench Countertops	\$20,000.00					\$14,472.25	\$5,527.75
Portable AV Conference Unit	\$5,300.00						
Computer (Evidence, AV Support, & Courtroom)	\$15,000.00			varies		\$18,278.96	\$2,021.04
AV Switches	\$30,000.00			3/15/19	36028	\$33,310.43	(\$3,310.43)
Zoom Subscription Costs (Annual Fee)	\$7,000.00			7/22/19		\$5,458.92	\$1,541.08
Lightweight Headphones (qty 30)							
TOTAL Owner Direct Purchases		\$84,300.00				\$78,780.56	\$1,675.00 \$3,844.44
PROJECT BID		BUDGET	2018		2019		
	ORIGINAL Conference Technology (CTI) BID	\$508,500.00	DEBIT	DATE	INVOICE	DEBIT	PENDING BALANCE
Payment #1 (Aug2019) Branch#1 - 25%	\$127,125.00				JC118485	\$127,125.00	
Payment #2 (Sept2019) Branch#5 - 15%	\$76,275.00				JC118820	\$76,275.00	
Payment #3 (Oct2109) Branch#2 - 15%	\$76,275.00				JC119069	\$76,257.00	
Payment #4 (Nov2019) Branch #3 - 20%	\$101,700.00			12/13/19	JC11940	\$101,700.00	
Payment #5 - estimated last payment Dec. 2019 (BR#4 + Project Close) - 25%	\$127,125.00						\$115,284.13 (below \$11K)
Change Order#1 - AV Network Switches (May 14, 2019)	(\$11,840.87)					(\$11,840.87)	(\$11,840.87)
TOTAL Conference Technology (CTI) BID		\$496,659.13	\$0.00			\$381,357.00	\$115,284.13 \$11,858.87
Res.No.19-09 amended - TOTAL 11% Contingency		\$55,935.00	\$0.00			\$32,597.33	\$18,777.80 \$4,559.87
PROJECT TOTAL		BUDGET	2018		2019		
	Res.No.19-09 amended - TOTAL PROJECT COST	\$648,735.00	DEBIT	DATE	DEBIT	PENDING	BALANCE
TOTAL 2019 COURT A/V PROJECT BUDGET		\$650,000.00	\$0.00	1/6/2020	\$492,734.89	\$135,736.93	\$20,263.18
						TOTAL	\$628,471.82 \$628,471.82

- ERP Project – **“WE ARE LIVE!”**

- Project Status & Schedule

1. Functional Team – June/July Testing & Training – COMPLETED
2. Power Users – Aug/Sept/Oct Testing & Training – COMPLETED
3. GFOA Financial Best Practices Quick Reference – COMPLETED
4. Tyler Munis 101 Training – Friday’s in October – COMPLETED
5. Board of Supervisors – Oct. 15th ERP Update – COMPLETED
6. **System Ready (Oct. 18th) for End User Training** – **“READY”**
7. Tyler Munis 201 Training - Department Head Training Oct. 23rd & 24th – COMPLETED
8. End Users – Oct/Nov/Dec Training
 - a. End User Purchasing – Nov. 4 Week – COMPLETED
 - b. Invoice 101 – Nov. 11 – COMPLETED
 - c. Contract Entry – Nov. 12 Week – COMPLETED
 - d. Asset Management – Nov. 18 Week – COMPLETED
 - e. Accounts Payable – Dec. 2 Week – COMPLETED
 - f. Approvals Training – Dec. 9 – COMPLETED
 - g. Contracts 101 – Dec. 11 – COMPLETED
 - h. Accounts Receivable – Dec. 11 Week – COMPLETED
 - i. Projects & Grants – Dec. 16 & 17 – COMPLETED
 - j. 2020 Purchasing Open Lab – Dec. 18 & 19 – COMPLETED
9. GO-LIVE
 - a. System Live – Jan. 1, 2020 – **“WE ARE LIVE!”**
 - b. 2020 Purchases/Contracts/Projects/Vendors – ON-GOING
 - c. Inventory – ON-GOING
 - d. IRS W-4 Update (12/26) – COMPLETED
 - e. Jan.2 - Positive Pay Import – COMPLETED
 - f. Jan.2 - EFT AP Direct Deposit – COMPLETED
 - g. Jan.3 - Fuel-Master – IN-PROGRESS
 - h. Jan.3 - Account Payable Checks Printed – COMPLETED
 - i. Jan.6 - Payroll Posted – COMPLETED
 - j. Jan.6 - Activity Accounting Checks Printed – COMPLETED
 - k. Jan.8 - PCARD Import – SCHEDULED
 - l. Jan.8 - MUNIS Update Installed 2018.1.21.0 – TO BE SCHEDULED
 - m. Jan.9 - Positive Pay Import – SECOND IMPORT
 - n. Jan.10 - ERP Follow-Up Friday – IF NEEDED
 - o. Jan.10 - PCARD Approvals in MUNIS
 - p. Jan.13 - eWISACIS Import into MUNIS
 - q. Jan.17 - ERP Follow-Up Friday
 - r. Jan.20 - Payroll Post
 - s. Feb.5 - MUNIS Update Installed 2018.1.22.0 – TO BE SCHEDULED
 - t. Feb. - RoD System Import into MUNIS
 - u. Feb. - Human Services System Import into MUNIS
 - v. Feb. - Clearview Import into MUNIS
 - w. Feb. - Jury Duty Import Into MUNIS
 - x. Feb. - Bank Recon File Import Into Munis
10. ERP System Integration – ON-GOING
 - a. HR System
 - b. Other systems
11. ERP Budget
 - a. Milestone 1.3 – Design & Build – COMPLETED
 - b. Milestone 1.4 – Final Testing & Training
 - c. Milestone 3.1, 3.2, & 3.3 – EAM

- Information Systems Projects
 - Highway DOT CHEMS – LIVE Jan. 1, 2020
 - Human Services – Self-Hosted 2020 – Contract Discussions
 - Human Resources – 8.1 Upgrades (flash end-of-life 12/2020)
- Network Infrastructure Projects
 - i. Update: Infrastructure Executive Manufacturing Briefing – Dec. 6th-10th
 - ii. Update: Email & SPAM Filtering Migration
 - iii. Resolution: Discuss/Approval for purchase and finance of 2020 Computer, Server, & Networking

CONSIDER: Future Agenda Items

Next Committee Meeting Tentative Date: Monday **February 3, 2020.**

Location: Room# 1F & 1G, First Floor, in the Dodge Co. Admin. Building 127 E. Oak St. Juneau, WI.

*IT Committee Meetings schedule – 1st **Monday** of each month @ 6:00pm*

County Board Meetings – 3rd Tuesday of each month